

DENTAL ASSISTING NATIONAL BOARD (DANB)

DANTES Test Centers' Authorization

The Dental Assisting National Board (DANB) authorizes military installations with DANTES overseas test centers to administer the certification examinations for Dental Assistants.

Background

In 1948, the American Dental Assisting Association founded the National Board. Until 1980, it operated under the name of the Certifying Board of the American Dental Assisting National Board. It is a member of the National Commission for Health Certifying Agencies.

Description

Description

The DANB certification examinations are composed of both multiple-choice and matching type questions.

DANB Certification Specialties

The DANB offers certification in the following specialties:

- General Chairside Assisting (CDA)
 - Oral and Maxillofacial Surgery Assisting (COMSA)
 - Dental Practice Management Assisting (CDPMA), and
 - Certified Orthodontic Assistant (COA)
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Content Areas of Testing

The DANB content areas of testing are:

- Collection and Recording of Clinical Data
 - Dental Radiography
 - Chairside Dental Procedures
 - Chairside Dental Materials
 - Lab Materials and Procedures
 - Prevention of Disease
 - Oral Health, Patient Education, and Office Management Procedures
 - Prevention and Management of Emergencies
 - Occupational Safety
 - General Anesthesia, Sedation, and Analgesia
 - Oral Maxillofacial Procedures
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Description, Continued

Percentages of Content Area for Specialty

Below is a breakdown of content area percentages for each specialty.

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo- facial Surgery	Dental Practice Manage- ment	Ortho- dontic	General Chair- side Only
Collection and Recording of Clinical Data <ul style="list-style-type: none">• Medical and Dental history• Vital signs (blood pressure, pulse, respiration, temperature, and EKG monitoring)• Preliminary examination (general, oral)• Charting• Diagnostic aids (photographs, pulp test culture, and biopsy)• Treatment documentation	6	6	4	10	9

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Dental Radiography <ul style="list-style-type: none"> • Expose and evaluate (intraoral extraoral) • Process • Mount/label • Patient safety • Operator safety • Storage and disposal • Qualify assurance 	32	6	18	13	---

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Chairside Dental Procedures <ul style="list-style-type: none"> • Four-handed techniques • Selection and preparation of armamentarium • Perform or assist with intraoral procedures • Patient management • Hospital procedures 	18	2	3	24	48

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Chairside Dental Materials (selection, manipulation, application) <ul style="list-style-type: none">• Impression• Restorative• Sedative palliative• Other materials	4	1	---	4	11

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Lab Materials and Procedures <ul style="list-style-type: none">• Selection and Manipulation• Application and Fabrication• Custom tray• Models and casts• Repair and clean oral appliances• Orthodontic procedures	2	1	---	4	4

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Prevention of Disease Transmission <ul style="list-style-type: none">• Sterilization• Disinfection and Sanitation• Maintaining aseptic techniques including the use of protective devices• Prevention of cross-contamination• Selection of disinfection or sterilization	19	26	1	26	0

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Patient Education and Oral Health Management <ul style="list-style-type: none">• Oral health information• Plaque control techniques (brushing, flossing, etc.)• Care of oral appliances• Fluorides• Nutrition• Pre and post treatment instruction• Community health	6	3	10	6	7

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Prevention and Management Emergencies <ul style="list-style-type: none">• Medical• Dental• General office (i.e., fire, wind, flood)	5	12	4	4	13

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Occupational Safety <ul style="list-style-type: none">• Standards and guidelines (OSHA)• Safety measures	6	7	3	7	---

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Office Management Procedures <ul style="list-style-type: none"> • Supply and inventory control • Appointment control/recall • Financial aspects • Communication and Reception • Legal aspects of dentistry • Maintenance of equipment and instruments • Record control and patient and personnel • Medical/Dental lab communication and records • Operation of business equipment 	2	1	57	2	6

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Description, Continued

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
General Anesthesia, Sedation, and Analgesia <ul style="list-style-type: none"> • Equipment • Physiological aspects • Post-anesthetic recovery from techniques • Complications—post anesthetic recovery • Equipment malfunctions 		18			

Content Area	Percentage of Questions				
	Certified Dental Assisting	Oral Maxillo-facial Surgery	Dental Practice Management	Ortho-dontic	General Chair-side Only
Oral Maxillofacial Procedures <ul style="list-style-type: none"> • Reductions of fractures • Orthognatic surgery • Pre-prosthetic & Reconstructive surgery • Treatment of pathological lesions 		13			

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Description, Continued

Examination Completion Time	Allow examinees approximately 4 ½ hours to complete the examination.
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Application

Application Requests	The applicant or the Test Control Officer (TCO) may request applications by writing or calling the:
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**Dental Assisting National Board
676 N. St. Claire Suite 1880
Chicago, IL 60611-9794**

**Phone: (312) 642-3368
Toll Free: (800) 367-3262 ext. 151**

The professional requirement (see Eligibility/Certification Criteria, page III-15-14) should accompany the application.

Completed Applications	Completed applications must be received by the appropriate application deadline listed in the brochure.
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NOTE: Late applications will be held until the next examination period.

Program Materials and Assistance

Program Materials	Contact DANB to obtain brochures and pamphlets providing a wide range of information about DANB's programs.
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Preparation Quiz	The application contains sample questions and answers that will assist the applicant in preparing for the examination.
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Eligibility/Certification Criteria

Eligibility

To sit for the certification exam, applicants must meet one of the eligibility pathways listed below.

Certified Dental Assisting Pathways

The eligibility pathways for certification in Certified Dental Assisting are:

Certified Dental Assisting		
Pathway I	Pathway II	Pathway III
<ul style="list-style-type: none">• Graduate from a dental assisting or dental hygiene program accredited by the American Dental Association Commission on Dental Accreditation and• Current CPR certification from the American Heart Association (AHA) or the American Red Cross (ARC).	<ul style="list-style-type: none">• High school graduate or equivalent• 2 years of full-time work experience (3,500 hours) as a dental assistant, and• Current CPR certification from the AHA or ARC.	<ul style="list-style-type: none">• Previous certification with a lapsed status of 18 months or more and• Current CPR certification from the AHA or the ARC.

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Eligibility/Certification Criteria, Continued

Oral Maxillofacial Surgery Assisting Pathways

The eligibility pathways for certification in Certified Oral Maxillofacial Surgery Assisting are:

Certified Oral and Maxillofacial Surgery Assisting

Pathway I	Pathway II	Pathway III	Pathway IV
<ul style="list-style-type: none">• High school graduate or equivalent and successful completion of 500 hours of postsecondary education in oral and maxillofacial surgery assisting• PLUS 6 months of fulltime work experience (875 hours) in an oral surgery or maxillo-facial surgery office OR equivalent over the past 3 years, and• Current CPR certification from the AHA or ARC.	<ul style="list-style-type: none">• High school graduate and work experience in an oral surgery or maxillofacial surgery office• PLUS one of the credentials of CDA, or LPN, RN, RDH or RDA, and• Current CPR certification from the AHA or ARC.	<ul style="list-style-type: none">• High school graduate or equivalent and 2 years of fulltime work experience (3500 hours) in an oral surgery or maxillofacial surgery office or the equivalent and• Current CPR certification from the AHA or ARC.	<ul style="list-style-type: none">• Previous certification with a lapsed status of 18 months or more, and• Current CPR from the AHA or ARC.

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Eligibility/Certification Criteria, Continued

Certified Dental Practice Management Assisting Pathways

Eligibility pathways for certification in Certified Dental Practice Management Assisting:

Certified Dental Practice Management Assisting	
Pathway I	Pathway II
<ul style="list-style-type: none">• Dental office experience, and• Current AHA or ARC CPR certificate.	<ul style="list-style-type: none">• Previous certification with a lapsed status of 18 months or more, and• Current AHA or ARC CPR certificate.

Certified Orthodontic Assisting Pathways

Eligibility pathways for certification in Certified Orthodontic Assisting:

Certified Orthodontic Assisting		
Pathway I	Pathway II	Pathway III
<ul style="list-style-type: none">• High school graduate or equivalent and work experience in an orthodontic office• PLUS a CDA, RDH, or RDA credential and• Current AHA or ARC CPR certification.	<ul style="list-style-type: none">• High school graduate or equivalent and 2 years of full-time work experience (3,500 hours) in an orthodontic office or equivalent, and• Current AHA or ARC CPR certification.	<ul style="list-style-type: none">• Previous certification with a lapsed status of 18 months or more, and• Current AHA or ARC CPR certification.

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Eligibility/Certification Criteria, Continued

Documentation Required

Applicants must submit documentation for each of the requirements that are included in the eligibility pathway being used. The following documentation will be accepted for each type of requirement.

Number	Eligibility Pathway
1	<u>Graduate from an accredited dental assisting program (required).</u> On the application form, applicants should enter the code number of their accredited program (a list is provided by DANB) and the year of graduation. If graduation was prior to the current year, a photocopy of the certificate of completion or diploma must be provided.
2	<u>Status as a Certified Dental Assistant.</u> The applicant's certification number must be entered on the application form.
3	<u>High school graduate.</u> A photocopy of the applicant's high school diploma or equivalency certification must be submitted.
4	<u>Work experience.</u> Applicants must provide a letter from their employer certifying the required hours of work experience have been completed.
5	<u>Academic credit requirements.</u> A photocopy of the applicant's school transcript of completed courses and the semester or quarter hour credits earned.
6	<u>Other educational, clinical observation, or study requirements.</u> The supervisor of the applicant's study program must submit a letter confirming the applicant's satisfactory performance and completion of the required amount of study.
7	<u>Cardiopulmonary Resuscitation Certification.</u> Provide a photocopy of a current CPR card from the American Heart Association (AHA) or the American Red Cross (ARC). An exemption may be allowed for permanent disability, if an applicant submits a letter from a physician verifying the individual has a permanent disability that prevents achievement of CPR certification.

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Eligibility/Certification Criteria, Continued

Certified Dental Assistant

Applicants meeting all requirements and passing the exam will be Certified Dental Assistants (CDA) in their specific area of certification. This includes certification in Radiation Health, Safety, and Infection Control.

Certificates and identification cards are issued to all Certified Dental Assistants.

Ordering

Ordering Procedure

The TCO will order the DANB certification examinations.

The applicant will complete the application form supplied by DANB and submit it with the examination fee to:

**Dental Assisting National Board
676 N. St. Claire, Suite 1880
Chicago, IL 60611-9794**

NOTE: Applications submitted without a letter (official stationery) from the TCO will be returned to the candidate.

Certification Fees

Fees

The certification fees for DANB examinations are:

DANB Certification Areas	Fee
Application Fee The application fee <u>MUST</u> accompany the application. ALL APPLICATION FEES ARE NONREFUNDABLE.	\$70
Retake Examination Fee Examination failures, retakes, as well as those who applied previously but did not take the examination.	\$70
CDA Recertification Examination Fee – Retest Option THESE FEES ARE NONREFUNDABLE. CDAs use the application form to schedule testing.	\$75

Acceptable Payment

All fees must be paid by certified check or money order made payable to DANB.

Personal checks or cash are not accepted.

Administration

Exam Dates and Application Deadlines

The DANB certification examinations are offered during the following months:

Examination Month	Application Deadline
February	January
June	April
August	July
November	September

NOTE: Check the DANTES Calendar of National Certification Tests for the exact examination dates and application deadlines for DANB.

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Administration, Continued

Administration Date Selection	<p>The TCO must select one day within the designated examination period to administer the DANB examinations.</p> <p>Personnel testing at a DANTES Test Center <u>will not</u> be allowed to sit for the concurrent civilian administration of the identical DANB examination.</p>
Military Administration Overseas <u>only</u>.	<p>DANTES TEST CENTERS MAY ADMINISTER THE DANB EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE (E.G., ARMY REGULATION 40-219, NAVMEDCOMINST 1500, AND AFR 169-4).</p>
Military Administration Stateside	<p>DANTES TEST CENTERS MAY NOT ADMINISTER THE DANB EXAMINATION IN CONUS.</p>
Overseas Civilian Administration	<p>DANTES Test Centers <u>OVERSEAS</u> may administer the DANB certification examination for Dental Assistants on AN UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS in accordance with local command policy and Service regulations to:</p> <ul style="list-style-type: none">• Retired military personnel• Military family members• DOD civilians.
Conus Civilian Administration	<p>DANTES Test Centers in <u>Conus</u> are not authorized to administer THE DANB CERTIFICATION EXAMINATION FOR DENTAL ASSISTANTS TO ANY CIVILIANS.</p>

Scoring

Returning Completed Exams

Send completed examinations to DANB.

Score Report

DANB will notify examinees of their scores and qualifications for certification.

TCOs will be notified that scores have been provided to the examinee.

Possible Delay for Score Report

If all certification requirements have not been met, examination results will not be issued.

Applicant's Written Request

Examination results will be issued only to applicants. Results will not be issued to employers or any individual without a written request from the applicant.

Complaints and Appeals

Applicants who feel their scores were not properly recorded or who feel testing conditions adversely affected their performance on the examination may forward a written complaint to:

**Executive Director
DANB
216 E. Ontario
Chicago, IL 60611**

Applicants who are not satisfied with the response of the Executive Director may appeal the decision in writing to the Board of Directors of the DANB. All decisions of the Board of Directors are final.

Refunds

Reprocessing Fee	Applicants failing to take the examination at the scheduled time must pay a \$25 reprocessing fee.
Examination Fees	Examination fees are not refundable. Failure to take the examination or failure to meet all requirements after submitting the fees and application are not cause for refund.

Retesting

Retesting	Applicants failing the examination three times will be required to complete additional education before retesting. Applicants should contact the Executive Director for details.
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Problems

Problems	<p>If the following items are not received in a timely manner, inquire directly to DANB.</p> <ul style="list-style-type: none">• Applications• Descriptive information• Examinations• Scores, or• Certificates.
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Required Correspondence Information	<p>All correspondence with DANB about the examination or certification should include the applicant's:</p> <ul style="list-style-type: none">• Identification number assigned by DANB• Social security number, and• Date for which the applicant applied for the examination.
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Problems, Continued

Recertification Procedure

The following chart identifies important facts concerning the recertification procedure:

Number	Recertification Information
1	The initial certification is a 1-year period based on the anniversary date assigned at the time of certification.
2	Certification must be renewed on a periodic basis. Full information on recertification is provided in the “Recertification Requirements and Guidelines” brochure available from the National Board Office.
3	Information on recertification and a copy of the “Guidelines” are provided with the initial certificate.

Continuing Education

Annual recertification requires continuing education credits and a \$30 renewal fee.

Multi-year Recertification

- Multi-year recertification may be issued by use of the following Option: A CDA may take the examination for analysis with a pass or fail, and the receipt of the examination analysis results will be considered as a self-assessment plan for needed continuing education.

A candidate receives one year of current status with no renewal fee is due for a second year. Twenty-four hours of continuing education credit must be earned to renew in the second year.

Recertification by Retest

For recertification by retest, the candidate takes the examination for their specific area of certification.

If certification is not renewed, the Certified Dental Assistant may not use the CDA or the credential.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is a DANB test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

**DANTES
Code 20F
6490 Saufley Field Road
Pensacola, FL 32509-5243**

**Phone: (850) 452-1360
DSN: 922-1360
Fax: (850) 452-1161**

Web Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

DANB Web Address

Access the DANB web page at www.dentalassisting.com

DANTES E-mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
